Administrative Management - Travel - Selected Text Responses

Please list up to five strengths of your current travel process, including request/authorization, booking, and reimbursement processes.	Response Percent	Response Total
1.		32
separation of authorization		
compliance, quick authorization and processing of claims		
Many elements of the authorization process including travel exceptions are incorporated into one Travel Authorization form		
Good control over travel-related expenditures.		
Travel authorization form - DCE16 Form		
It is centralized and the agency director has controll		
Cost/benefit required prior to travel		
Travel requirements are well communicated.		
Highly controlled		
Budget Approval to Travel		
All travel that has a potential reimbursement to the employee must have an approved travel authorization prior to travel.		
Timely reimbursements to employees/travelers		
All travel requires management's approval.		
Prompt reimbursements		
Employees do not have to use their own funds		
establihes additional travel requirements developed by agency management		
Policy and Procedures Documentation - Current		
all travel process follows state policy		
understanding of policy/procedures by fiscal staff		
Fast processing time		
All travel must be approved prior to travel		
Travel Cost/Estimates approved prior to travel.		
System tables calculate State per diems, mileage, etc.		
Travel authorization and exception approval		
Request and authorization prior to trip with estimated expenses.		
Documentation is maintained.		
Request and authorization are electronically processed		
Stringent approval process		
advance travel planning		
Travel and travel reimbursement can be approved quicker because of the Commissioner's delegated authority.		
Clear pre-approval rules for varied travel		

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	We request preapproval for all travel		
2.			27
	centralized budget control		
	quick deposit by EDI using REDIVirginia		
	The Travel Expense Reimbursement Voucher has been placed into spreadsheet form to minimize mathematical errors and does automatic calculations of mileage reimbursement based on state car availability check boxes.		
	Automated reimbursement request process.		
	no question we follow CAPP manual travel policy		
	written policy for all		
	Advance travel authorization is required.		
	Fiscally responsible		
	Pre-approval by Division Head		
	All travel expenses are tracked in in our agency ERP		
	Knowledgeable personnel		
	Per Diems are changed as economic conditions warrant		
	Pocket Travel Guide - Handy Concise Reference		
	use all source of funds		
	approval/planning process		
	We make corrections ourselves without sending back to the individual traveler.		
	Travelers are allowed to make their hotel/airline reservations		
	Authorization for direct bill of hotels is limited to very few staff members.		
	System edits to enhance compliance with State policy		
	Reimbursement processes		
	If advances are requested and authorized, repayment is required within a specified time limit or it is deducted from their pay-employee signs agreement to this so there is no question of attaching their pay for non-payment of advance.		
	Accountability of funds maintained.		
	Reimbursements are electronically processed		
	Use of designated travel coordinators		
	direct bill authorization for lodging		
	Reimbursement by Electronic Data Interchange (EDI)		
	Just started using the SPCC to purchase airline tickets		
3.			21
	expenditures are limited to state reimbursement guidelines		
	vouchers remain with the agency		
	Payment to Employee-EDI.		
	Direct deposit of reimbursed expenses.		
	We catch the ones who fudge on mileage and MIE		
	standard forms		

	Reimbursement is timely.		
	Limited Travel Advances		
	Travel authorization and reimbursement forms are provided to agency employees as on-line dowloadable forms.		
	Limited travel advance repayments		
	Exceptions are easy to document and usually granted		
	Travel/Training Authorization Form - Redesigned		
	approval needed at all levels		
	Try to set everyone up with EDI to save agency 1.00 fee per check		
	In fairness to the traveler, A/P processes travel reimbursements in the time frame outlined by DOA.		
	Electronic routing for appropriate reviews and approvals		
	Process within the time limit as per DOA and agency policy so that employees are reimbursed timely to pay their travel bills.		
	Uniformity in registration.		
	Use of the AMEX travel card		
	Travel Charge Card		
	Everyone is using the electronic version		
4.			17
	no permanently assigned vehicles		
	Experienced and knowledgeable staff to review and audit reimbursement requests.		
	Quick response to requests for travel advances.		
	Advance approval prevents vacation travel for business		
	Travel for training is compartmentalized		
	Plane and train bookings are easier.		
	5 day turnaroud time for Voucher		
	DMME staff handling travel are familiar with employees and agency business, providing better QA/QC than remote processors.		
	Reimbursement process is fairly quick		
	Travel Training - Onsite Agency-Wide		
	advances from DOA and/or DOC		
	Staff work very hard to correct travel reimbursement errors so that they can move the travel voucher along quickly.		
	Real time or overnight update of data		
	We have one person, the supervisor, who reviews all travel prior to processing- catches errors before it is keyed into CARS.		
	Training funds for all divisions/units.		
	Use of AMEX travel advances		
	Quick turnaround on reimbursements		
5.			13
	all travel must be preapproved		

	Quick response to reimbursement requests.		
	Only essential travel is funded out of general funds		
	All staff members have a copy of the State Travel Regulation and Internal Policies.		
	EDI Payments for Travelers		
	Compliance Review Results - Excellent Compliance Rate		
	Repayment on time		
	Fiscal Management supports Capp Manual dollar limits and guidelines, setting examples for others to follow.		
	Security over access and auditability of data entry		
	Verify that employees travelling more than twice are set up on EDI before we release reimbursement.		
	Approval required by upper management.		
	Timely reimbursement		
	Conducted training session(s) for our staff		
	Total # of respondents **32**. Statistics based on **32** respondents; **0** filtered; **0** skipped.		

Please list up to five opportunities for improvement in your current travel process, including request/ authorization, booking, and reimbursement processes.	Response Percent	Response Total
1.		**31**
most of our travel is daytrips; limited overnight, so opportunity to improve is limited		
increase usage of SPCC to pay for lodging and airline		
Creation of a State Travel System using workflows and electronic signatures.		
Unrealistic caps for lodging costs.		
Redo the calculation of per diems to include incidentials		
all processes could be automated with interactive forms flow		
System works well. No suggestions offered.		
DOA lodging rates should be more reasonable or require less time to justify and document rates.		
Eliminate Secretary approval for Agency Heads overage for lodging		
N/A		
None Recommended		
Increase supervisors/approval authorities knowledge and review of each travel voucher prior to approval		
None identified		
Improve access to state garage, extended hours, shuttle service		
Changes to travel procedures over the last few years have been too frequent and have become extremely complex for the average state employee. Changes appear to be a reflection of travel abuse by certain agencies rather than a well thought out approach to travel in the Commonwealth.		
easier, consistent method of making travel arrangements		
More Online Forms		
More direct bill opportunities for lodging associated with travel for Commonwealth employees		
re-design the reimbursement form to incorporate planning information/approvals		
Getting necessary training on filling out vouchers to our employees		
Possible training for A/P staff from DOA which may offer an opportunity to ask questions.		
moving to direct deposit of employee travel reimbursements		
Greater clarity from DOA re: documentation/notations		
No tracking mechanism for travel submitted, ex. if lost in the mail, we do not know to expect it; we only learn that it was sent when the person complains that they have not been paid.		
Input from training needed before dollar amounts are asssigned by P&F		
AMEX travel cards have become overly burdensome		
Integrate the entire process from request to approvals to reimbursement in a web-based system that can be active to all participants.		
Direct bill authorization forms submitted more promptly		

	Initiate a state contract with a single travel agent for all of state's travel business		
	On line entry and approval of travel vouchers		
	100% accuracy		
2.			**21**
	commute miles as a deduct adds overhead in review		
	or train tickets		
	Automated travel systems have already been developed for large organizations such as Federal Government Agencies that Virginia can take advantage of.		
	Unrealistic per diems for meals and incidentals.		
	for those who travel frequently they could be provided a taxable annual allowance, doing away with the paper work		
	DOA M&IE rates should be more realistic based on real costs to eat out when traveling		
	Raise the state per diem for the Eastern Shore. Currently, rates are very restrictive.		
	Employees reviewing regulations prior to travel		
	Tie mileage rate to correspond with IRS rate.		
	There should be one location to refer to for bookings		
	Guidelines for travel reimbursement for employees consistent with Commonwealth Prompt Pay requirements		
	Make sure employees realize the importance of filling out EDI forms to save our agency the 1.00 fee per check. Some employees balk at filling these out and that makes A.P.'s job difficult.		
	Tax should have yearly meetings to discuss updates and answer questions staff may have concerning current travel reg's.		
	Fewer exceptions requested/approved for travelers		
	More training on auditing and reviewing travel vouchers.		
	Approval of training before avaliabilty of funds is determined in some cases.		
	No central booking process for state government		
	More supervisory review of documentation for reimbursement		
	Require all employees to sign up for EDI..		
	Penalty to empolyee, not District, for not using EDI		
	On-line processing		
3.			**14**
	some confusion over multitude of reimbursable M&I and Lodging rates		
	Since Virginia has similar travel requirements to Federal Agencies we can easily use what has already been developed.		
	75% per diem proration for first and last day of travel should be 100%		
	have an automated edit checks built into the travel expense reimbursement voucher that calculate the amounts and totals		
	One State credit card (travel and small purchase charge card)		
	Re write policy regarding 5 day turn around time for small reimbursements.		
	Federal guidelines for reimbursements seem to be higher and should be used		

	DOA should develop training brochures for employees that may highlight major points, do's and don'ts, who to contact with questions, and where to find detail travel regs.		
	Automate the travel authorization/approval process		
	More training for the supervisors/employees in reviewing travel policies and procedures.		
	Over spend funds on some projects.		
	More supervisory review of expenditure amounts meeting approved amounts		
	Central location or on line location for booking flights and hotel accomodations		
	On-line approval process		
4.			7
	Deduction of commuting milage from business milage on overnight travel for a normal commuting day should be eliminated.		
	request all travelers to post a $5,000 bond that would be used to offset any disallowed costs		
	Travel advances could be eliminated if the state would underwrite a charge card program for travel (not the current system that is based on the employee's credit).		
	Approval process takes time.		
	More timely planning and submission of travel requests		
	Central area or on line location to pay for flights and lodging costs directly		
	Correct information		
5.			5
	State should try to contract with major hotel chains for reduction in rates.		
	Centralize all travel processing to the experts at Department of Accounts and if there is any Disallowed take it out of their General fund budget		
	Needed training opportunities in future is hard to predict.		
	Travelers should request assistance from travel coordinators before completing requests		
	Include all relevant information		
Total # of respondents **32**. Statistics based on **31** respondents; **0** filtered; **1** skipped.			

Please identify up to five attributes, features or characteristics you wish for an ideal travel process, including request/ authorization, booking, and reimbursement processes.	Response Percent	Response Total
1.		31
Centralized budget authority for request approval/registration/payment of educational related travel		
uncomplicated regulations easy to understand by traveler		
Complete automation of the authorization and reimbursement processes. (Paperless using workflows and automated edit checks)		
None other than opportunities listed above.		
On-line for that would calculate per diems for travelers		
Ideal is the taxable allowance decrease paper work all the way around		
Decentralized to the employee level (e.g internet)		
More authority given to agency head.		
Use of internet travel services for comparison and purchase.		
See Question # 3		
Low management overhead / low cost to operate.		
Timely submission of reimbursement request after travel		
One stop shopping for airfare and train tickets		
On line keying of travel reimbursement request with simple mileage and per diem limits that could be approved by supervisor and automatically sent to accounting.		
Advance planning of all travel, to include advances needed		
automated routing of request for travel, booking arrangements, and reimbursement of expenses		
Travel agency support for airline tickets and hotels		
Direct bill for major hotel chains		
mileage reimbursement at federal rates		
All employees sign EDI form easily.		
Online travel requests with online approval process		
Timely reporting at various levels of detail		
Greater clarity from DOA re: documentation/notations		
Submit electronically travel vouchers with electronic signatures, but the paperwork is held at unit.		
Everyone plays by the same rules.		
Allow for direct billing to the agency for lodge and travel		
See # 1 above		
Automation of traveler input		
Electronic signature capability		
On line travel reservation / booking / payment / recording (linked to CARS or a Payable System) process or system that each employee has access to with supervisory approval		

	100% accuracy		
2.			**22**
	Less "strict" travel voucher reimb form and policy due to compliance issues		
	eliminate fraction of penny on mileage rate, preferably make it		
	Statewide contracts with hotels for guaranteed lodging rates within DOA designated maximums.		
	Process travel on-line		
	With teleconferencing travel now if pretty much a day out of the office which is not necessary.		
	Automated/standardized form and approval processing		
	DOA should perform a cost benefit analysis on requirement for agencies to perform cost benefit analyses and documentation.		
	Flows from employee to supervisor to managers for approvals.		
	More thorough review of travel vouchers by supervisor to prevent returned and/or corrected reimbursements		
	Having system controls for maximum amounts, less paper audit trail needed.		
	Quick turnaround on reimbursement requests		
	Expanded use of federal lodging exceptions		
	greater direct bill for employee lodging who travel for the Commonwealth		
	Employees need to realize their Supervisor needs to approve		
	Readily modified system as policy changes occur		
	Automate the travel authorization/approval process		
	Employees file more quickly.		
	Input on determining budget for training.		
	Personnel should only have to deal with per diem cost		
	Approval to use hotel on-line booking services		
	Online travel approvals		
	On-line processing by employee		
3.			**13**
	.35/mi or .40/mi this will reduce errors, corrections and		
	Control over the mileage reimbursement rate should be transferred from General Assembly control to the Department of Accounts who can adjust the rate as necessary to reflect costs as determined by the IRS who sets reimbursement rates for tax purposes.		
	With the budget cuts the General Assembly could require state employees to pay travel out of pocket. This is done in some New Jersey Departments. Greatly reduces unnecessary travel.		
	Ties in with agency budget systems.		
	One stop shopping for reservations, bookings, tickets		
	Automated forms with workflow approval		
	List commuter mileage without being asked.		
	One point of data entry with links to relevant transactions		

	Automated authentification for approvers		
	Accountability of spent funds maintained.		
	Easier access to DGS lodging contracts for in-state travel		
	Online booking/reservations as a part of the travel system		
	On-line processing by supervisor's		
4.			11
	audit time and findings, facilitate automation		
	The Commonwealth should contract for travel services (airline, train) with a travel agency that provides services to State employees at the guaranteed lowest rate. Employees spend too much time doing this research, and Finance Directors verifying this information.		
	Require a written report upon the returning from a travel event detailing information gathered, lessons learned and shared data before being reimbursed for the travel expense.		
	Flexible to account for differing processes in different locations.		
	On line processing of travel from traveller to DOA		
	Employees need to actually READ the policy on Travel to understand		
	Electronic routing and processing		
	Uniform registration procedure.		
	National hotel contracts for out-of-state travel		
	Direct deposit for reimbursement		
	Being able to encumber in the financial system - CARS		
5.			8
	redesign/simplify travel form & per diem rates		
	negotiate preferred fares with national air line for best rates.		
	Reimbursement is made quickly to employees.		
	Security - for access levels and auditability of users		
	Upper level review of requests.		
	Airfare and hotel points should be returned to the agency		
	Online intuitive travel reimbursement form with built in edits and guidances, rather than a paper copy		
	Training sessions available for employees		
	Total # of respondents **32**. Statistics based on **31** respondents; **0** filtered; **1** skipped.		

What changes could be made to improve the statewide travel policy to facilitate the processing of travel vouchers?		Response Percent	Response Total
			31
	Ease up on compliance regulations, ie commute miles and multiple M&I rates		
	eliminate deduction of commuting mileage even if this requires lowering mileage reimbursement rate, reduce number of per diem rates to 3 or 4max., pro-rate the $3 incidental on partial days to facilitate automation programming		
	Focus on important or key control issues instead of trying to control every little aspect of travel reimbursement. Current policy is not cost effective. Allow employees to retain non-cash rewards offered by hotels, airlines, etc. The IRS allows this without tax implications, the Feds alow it; the State's current policy is unenforceable, frequently violated, and archaic. Travel provider selection can be controlled administratively by the agencies.		
	No recommendations.		
	Redo calculation of per diems to include incidentials		
	As suggested above go to a flat allowance for those who travel and keep the reg to one page. Once you get into details it is going to require more detailed policy to define those details. At the senior level in government those employees should fund their travel out of their personal funds. That would cut down on this bull shit business/vacation travel status. With the cuts we have sustained I do not see how any state agency has remaining general funds to provide travel. Please tell me which elected official provided that funding source.		
	Fewer rules and regulations, easier for employees to comply.		
	Make changes to the State Travel Regulations less often. More authority to agency heads. Less bureaucratic/administrative cost in cost benefit analyses and justifications. More realistic guidelines for meals and lodging.		
	None		
	None Recommended		
	Removal of the commuter mileage policy would facilitate the processing of travel vouchers.		
	Currently, the Department of Accounts requires signed hardcopy for employee travel reimbursement. It would seem more efficient to process state travel reimbursements through a yet to be determined electronic process.		
	Simplify policy by eliminating different amounts for mileage reimbursements for whether or not you request a state car. Establish a reasonable reimbursement amount. Eliminate reduction for commuting miles and a create a maximum daily mileage reimbursement. Create a per diem flat for meals and incidentials and flat rate for hotel that includes tax. Have these amounts hard coded into an online system and have traveler simply key in mileage or location of hotel stay and meals reimbursements. System would not allow overages. Supervisor would certify that employee traveled. Then it could be sent to accounting and simply paid. System controls would be in place eliminating need for receipts and follow up documentation.		
	See #4.4 above More frequent review of the per diem rates More on-line environment (less paperwork)		
	online entry of reimbursement vouchers that edits information for compliance with State travel regs		

share employee address, banking info, and SSN between travel reimbursement processing and payroll

Allowing agency's to approve exceptions related to business need in a more streamlined process.

Find a more "commom denominator" policy that would apply to all travel reimbursements, thus making the process easier.

See #4 above

Require reimbursements to be made via EDI or obtain a waiver in order. Currently we can't hold a voucher if an employee refuses to sign up for EDI. We still get charged for non-compliance but have no real way of enforcing the requirement beyond asking the employee to sign up again and again.

EDI should be automatic when you begin employment with the State. No questions asked and only one form to fill out.

Use bullet points in travel regulations to make it more understandable to the readers.

User friendly Travel Regs by trying to close the gap between gray areas. Possible website to post questions and receive answers. DOA's travel costs policy should be closer to actual travel costs rather than penalizing those on travel status. the 75% per diem rules for travel days is illogical. The current per diem system, with rates well below reasonable costs, may actually cost the state, e.g. claiming a full per diem when the actual cost is below per diem rate.

Use of Federal per diem rates in lieu of current State specific guidelines could simplify processing for users.

Greater clarity from DOA pertaining to documentation and notation requirements PRIOR to being issued audit points. Automated authentification for approvers.

Mileage rates agree with federal rates - General Assembly now sets the rates and changes are very slow. GA could index to federal rates. We have gone as much as five years without a rate change. More effective way that the employee can determine when travel is deposited. EDI Test deposit has been taking up to 2 months to complete, we are holding vouchers or releasing and being charged- need to speed up process.

None

No requirement for hardcopy documentation of cost. Allow and allowance and/or accept scanned copies of the receipts for processing.

Deduct a fee from each voucher if the traveler is not using EDI.

Automation of traveler input

Have more examples of travel situations in the state policy. Identify all exceptions that have been approved in the state travel policy. These exceptions should carry forward whenever the policy is updated. Improve the travel voucher so it is electronic and has built in edits that mirror policy.

Consistency with travel policy from year to year, e.g. deduct communting mileage from a business trip one year, not the next year, and then back to deuducting the mileage, multiple base points one year, then only one the next year. More specific examples of when an employee is paid for mileage.

Add the incidentals to the meals ... $1 to lunch, breakfast and dinner. Would make it a little easier.

Total # of respondents **32**. Statistics based on **31** respondents; **0** filtered; **1** skipped.

Please list up to five suggestions for improving the process of handling cash advances that exceed travel expenses.	Response Percent	Response Total
1.		21
na		
n/a		
They are minimal and the employee pays them back promptly. There is no problem with this situation at our agency.		
Better planning estimate on part of travler.		
Give the traveler a group I written notice for violation of supervior instructions		
Very limited use		
Statement on Travel Request requiring repayment		
None Recommended		
not an issue, had one the past year		
Do not allow advances - must use travel charge cards		
Require the Use of Travel Charge Cards		
Encourage travelers to be more specific to avoid excess advanced amounts		
n/a		
NA		
Unnecessary given the infrequency of the occurrence		
Require travel cards		
Better estimate by employee of expenses, but this is rare.		
None		
Have the employee sign an agreement that if the difference is not repaid, it will be deducted from their pay		
This is not applicable, see answer in source above.		
Repay the travel advance via the expense report versus the traveler having to issue a check to clear the travel advance within the required time frame		
2.		4
If the traveler is so financially desperate he cannot front fund the travel he/she may not have the financial capabiltiy to competently handle a travel advance.		
Make payment due at time of Voucher submission		
Charge a 1% fee to the employee for advances		
Limited to $500 per CAPP Manual.		
3.		1
Develop a statewide policy that travel advances will be issued for only 75% of the estimated ACTUAL cost of travel.		
4.		1
Built compliance with the travel policy into the employee EWP.		
5.		1

| | If the employee can not front fund the travel, he doen't travel. | | |

Total # of respondents **32**. Statistics based on **21** respondents; **0** filtered; **11** skipped.

Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.	Response Percent	Response Total
		24
CAPPS policy and procedures		
CAPPM Topic 20335 and 20336 State Travel Regulations/Agency Travel Processing		
CAPP Manual Travel Topic, Code of Virginia and Appropriations Act, IRS regulations		
State travel guidelines in the Commonwealth Accounting Policy and Procedure Manual.		
No		
IRS rules for travel.		
No		
None known		
NO		
Not Known		
This question should be directed to the Department of Accounts.		
Appropriation Act,4-5.04 for mileage reimbursement. CAPP Manual Requirements		
CAPP Manual		
Executive agencies are mandated to follow the Travel Regulations published in the Commonwealth Accounting Policies and Procedures (CAPP) manual. Agencies have the option to be more restrictive.		
None related to the Department of Corrections		
no		
No		
FMS II includes up-front edits to enhance compliance with DOA lodging, M&IE and mileage rates.		
No		
Appropriate Act sets mileage rate.		
Section 2035 of the CAPP manual IRS regulations involving taxable items on travel voucher Regulations unique to certain federal grants federal Bulletins OMB-A128 and OMB-a133		
No		
None that I am aware of.		
Not that I am aware of.		
Total # of respondents **32**. Statistics based on **24** respondents; **0** filtered; **8** skipped.		

If you have any other concerns or comments about this functional area, please include them here.		Response Percent	Response Total
			19
	Travel amounts to approx 0.1% of budget expense.		
	There are 6 different per diem rates for Conus travel, reduction to 3 or 4 would help and mileage reimb rate should be round number not .325 or some other fraction of a cent.		
	None		
	None.		
	With all the rules for travel; and there continues to be problems as noted in the comptroller's quarterly report; should support the premise that additional laws and rules will not in themselves solve problems.		
	No		
	DMME uses its ERP system tho tie all of our budgeting and accounting processes together. Our travel processes dovetail with this system. The process allows for management control of travel and timely processing of travel authorizations and reimbursements, with proper internal controls to ensure compliance with state and agency travel rules. Time estimates at the 0.1 FTEs will overestimate the total time committee to travel functions.		
	None		
	Regarding Question 34, FTEs involved in reviewing and apporving vouchers - we are unable to provide an estimate. Each each traveler's supervisor is responsible for this function and it is impossible to determine much FTE effort is required to review & approve 284 employees travel. Regarding question 35, FTEs required to audit travel vouchers - this response is left blank. Time spent auditing travel by accounting technicians is not separated from time spent on invoice, IAT, ATV and petty cash processing. The FTEs required to perform all payment functions was answered in the "Payment" survey. All rates for Virginia should mirror those shown by the Federal Government. This includes mileage, hotels and meals.		
	no. Maint. fee represents the total annual fee for the entire Syteline System (all modules). Other misc support costs are not readily available.		
	N/A		
	An exact breakdown for travel was hinder because airfares and hotels are not uniques cost codes in CARS. These were our best estimates.		
	Response to 20 - does not include 1227 (training, conferences, etc.). Response to 39 - "hotels" does not include 1227, which is shown under "conference" - transaction numbers are based on travel reimbursement requests with departure dates between 07012003 and 06302004. FTE data for question 37 related to the processing, review and approval of travel payment vouchers.		
	The answer to Question 34 includes ONLY the finance office staff time for review and approval.		
	Mileage rates change only when approved by the General Assembly, have gone as much as 5 years for being changed. Must have paper receipts for travel-limited		

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electronic filing. EDI set up still slow, but improving. Have no mechanism for collecting data to respond to survey such as how many trips are overnight stays. Internal databases set up to capture data from prior years because system keeps only one year history. Using the object codes in CARS, downloaded FY2004 expenditures for categories such as lodging, meals and number in the category. However, since some are combined, not able to delineate further.

None

#17 rough order of estimate, #33 up to 12 long hr.P14 hrs. not included, #34 rough estimate, more accurate data in CARS under appropriate object codes.

Question# #34 - The answer is not always yes, sometimes distribution to multiple funding sources or multiple cost codes is initiated after the payment is made via an Agency Transaction Voucher (ATV).
Question #39 - Number of transactions not available. Dollar amounts provided.

The response to this section are based on substituting District for Agency in all questions. The cost dollars and number of transactions for question number 39 are for 10 months of the current Fiscal Year. The District follows the DAMM manual policy on travel and does not have any different travel policies. Mileage Reimbursement include all costs listed in object codes 1282 & 1285. Meals include all costs listed in object code 1287 & 1288. Conferences include all costs listed in object code 1224, 1227, and 1228.

Total # of respondents **32**. Statistics based on **19** respondents; **0** filtered; **13** skipped.